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6 February 1952

MEMORANDUM

SUBJECT: Conference on reproduction problems, 1030 hrs. 5 February 1952

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The following matters were taken up by [REDACTED] with [REDACTED] during the time I was present. [REDACTED] of A/EC was also present for discussion on 110-51.

1. Project 110-51.

a. In general. It was confirmed that the paper will be published by photo offset, for fairly wide distribution (150 copies were mentioned), on extra-legal size paper (8½ by 14), printed on both sides, bound on the long edge. It was explained to [REDACTED] that the paper is due to be reproduced and published in two phases: first the main body (50-70 pages, plus perhaps 6 outsize charts) which is due to go to reproduction not earlier than the last week in April; and second, as soon as possible thereafter, the appendixes (which may run to 500 pages). [REDACTED] indicated that he would certainly need more than a week to reproduce the main body of the paper. There was no mention of the time needed to reproduce the appendixes.

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b. In detail.

(1) Forms for the tables in Appendixes A (Defense contributions, three different forms,) and B (CIA contribution, one form). [REDACTED] agreed to draw up, photograph, and run off the forms, indicating that it would take about a week from the time he received the co-ordinated draft forms, provided no corrections had to be made on the proofs. He agreed that it would be economic to run off plenty of copies of the forms. He estimated that tables 6 3/4 by 12 would readily fit on the extra-size legal page, with allowance for binding, classification, and page number. He accepted use of horizontal ruling for convenience and clarity.

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(2) Typing of copies of tables for reproduction. [REDACTED] warned that the typing should be even (by use of electric typewriters if possible), clear (with keys thoroughly cleaned), and black (by use of reasonably fresh ribbon at all times). He felt that typing of carbons would tend to make the copy less satisfactory for reproduction, but that it could be done with care.

(3) Outsize tables in main body of text. It was agreed that these tables would be reduced for printing on a sheet 14 by 14, so that they could be folded in only once and bound with the accompanying text. He warned that the graphics people should be informed so that the printing would be of the right size after reduction.

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(4) Classification: It was agreed that tables in appendixes should each bear the appropriate classification, irrespective of the classification of the paper as a whole, and attention drawn to this point at the appropriate place.

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2. Format for regular ORR papers of a formal kind. [redacted] thinks that such papers should be printed on letter press (8 by 10 $\frac{1}{2}$ ). If there are numerous tables with too many columns to fit on this size page, he feels that instead of printing them on bigger sheets and folding them in, they should be reduced. (This of course assumes photo offset.) He believes pica type (normal on typewriters in use) can well be reduced by 20 percent. (Thus a sheet 25 percent longer and wider than letter press can be used for typing copy.) He pointed out that reduction is in the same proportion for both dimensions. The question was raised specifically in connection with 52-51. [redacted] indicated that if it seemed desirable, we might be able to retype tables for that report, which are now being typed on extra-legal-size paper, so as to make the proportion between horizontal and vertical dimensions correspond to those of letter-press. (I think they will look all right reduced from the copy now being made.)

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